

Updates to USPHS Uniform Policy and Service Khakis Refresher

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Presented to APAOC on June 25, 2014

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Disclaimer

The slides herein were primarily prepared by LCDR Scott Steffen from the most current PHS uniform policies and with input from LCDR James Lyons (OSG).

The intent of this presentation is to be a quick reference for current uniform policy; for further information please refer to the current CCIs indicated on the last slide. Please note that many individual slides have citations in the footer referring the officer to specific location of the information in the Commissioned Corps Instructions (CCIs).



Objectives

- Educate officers on the changes to USPHS uniform policy as per PPM 14-002 and subsequent CCI documents.
- Re-educate officers on which uniforms are required
- Discuss exceptions for not wearing a uniform
- Provide a refresher on proper Service Khakis wear (time permitting)
- Provide a refresher on accessories and grooming standards (time permitting)
- Create confidence in officers when walking at their duty stations or on any military installation



Proper Uniform Wear

Why is it important to wear it correctly?

We wear uniforms for identity, visibility, and uniformity. As members of the uniformed services, we need to be mindful that we have been granted the great responsibility that comes with being a Commissioned Officer. We share the same rank as members of other services and are treated with the same regard. Officers that do not wear the uniform appropriately reflect poorly on not only the Commissioned Corps of the Public Health Service, but on the other services as well.



Exceptions to the Requirement of Wearing the PHS Uniform

- All Officers are expected to wear an authorized Corps uniform
- The National Uniform Authority (NUA) and Local Uniform Authority (LUA) decide the uniform requirements for brief and infrequent periods.
- Officers are exempt from wearing the uniform under the following situations (Officers are still expected to have all required PHS uniforms):
 - Junior and Senior COSTEPS (uniform wear is encouraged)
 - Officers assigned to military service, DOD, Uniformed Services University, or United States Coast Guard are expected to wear uniforms prescribed by the program
 - Officers detailed to Non-HHS organizations where it is considered not in the best interest for the officer. (Justification may be required)
 - Officers located outside the United States and certain territories are prohibited from uniform wear unless directed or authorized by OSG.

(CC26.3.2; sections 6-1 and 6-2)



Recent Changes to Uniform Policy

Per PPM 14-002 numerous changes have been made to PHS uniform policy



Required Uniforms?



Required Uniforms

Required Uniforms:

- Service Dress Blues (SDB)
- Operational Dress Uniform (ODU)

Summer Whites are no longer required.

BDUs will be no longer authorized as of 1 January 2015.



(CC421.01 and CC421.02; sections 5-1, 5-6, and 5-9)



Corps Devices and Insignias

Per CC431.01, effective 1 January 2015 the following insignia and devices purchased or obtained before March 2012 will be phased out.

- Cap Device (both combination cover and miniature size)
- PHS Collar Device
- Field Medical Readiness Badge
- PHS Sleeve Device
- Hard Shoulder Boards
- Soft Shoulder Boards
- HHS Identification Badge

The following “OLD” devices will no longer be authorized as of 1 January 2015.

(CC431.01; section 6-9)



Cap Device



OLD



NEW



Belt buckle



OLD (Males only)
Unchanged for females



NEW
(Males only)



PHS Collar Device

Anchor and Caduceus



OLD



NEW



FMRB



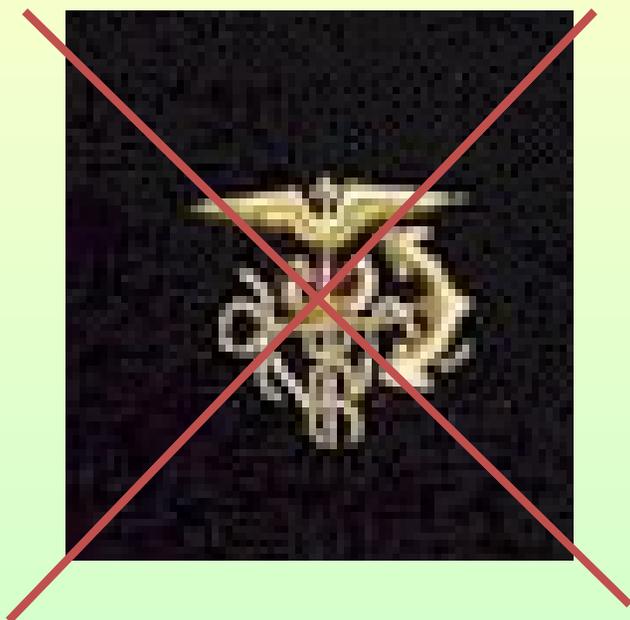
OLD



NEW



PHS Sleeve Device



OLD



NEW



PHS Shoulder Boards

Hard Shoulder Boards

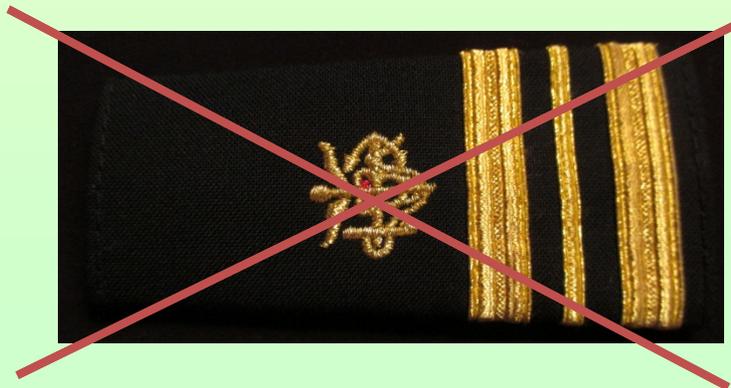


OLD



NEW

Soft Shoulder Boards

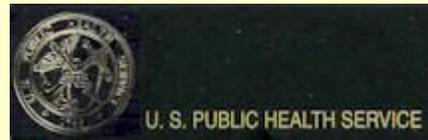


OLD



NEW

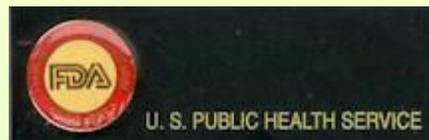
Name Tags



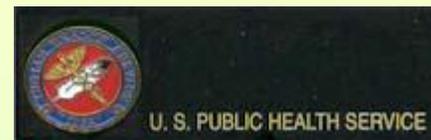
PHS Name Tag



EPA Name Tag



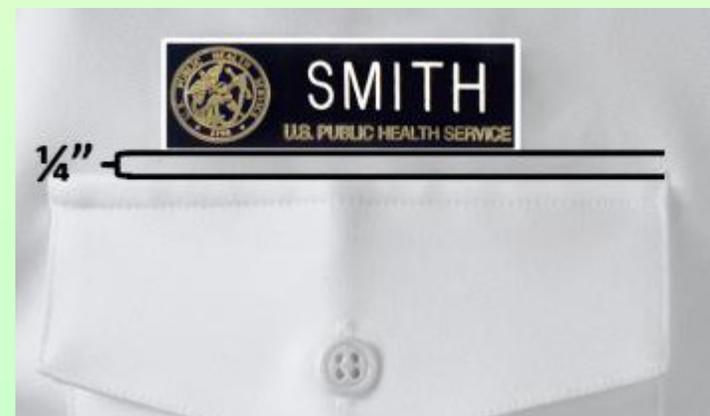
FDA Name Tag



IHS Name Tag



BOP Name Tag



Leather Name Tags



Use of a plastic name tag over the sweater Velcro patch is not authorized.

Khaki Over-blouse shirt



Shirt



Over-blouse



- Per CC421.02 the Khaki Over-blouse has been authorized.
- Material must match slacks
- No breast pockets
- All buttons must be buttoned
- Top of name tag and top of bottom row of ribbons must be centered between the arm sleeve seam to the shirt opening and worn parallel with the bottom of the first button. Illustration on next slide.
- Shirt tails must not be visible when wearing the sweater, cardigan, or windbreaker.





Khaki Over-blouse shirt



The new khaki over-blouse (also sometimes called the untucked blouse or princess cut blouse) can be difficult for the first-time wearer to figure out.

Proper Wear



- Center name tag and ribbons between sleeve and button edge of the blouse (gig line), do not center on the shirt's vertical middle seam. SEE RED LINE IN VISUAL BELOW
- The bottom of your name tag and ribbon bar should line up with bottom of the first button. SEE RULER PLACEMENT IN VISUAL BELOW
- There is not a specific requirement on the length of the blouse, however when you wear the sweater or windbreaker you must fold up the bottom of the blouse so that it does not show below the outerwear.



Black Army Cardigan

Per CC421.01 and CC421.02 the black Army cardigan has been re-authorized.

- Indoor wear only and for attending working level meetings/briefings
- Acrylic weave with epaulets, shoulder patches, and elbow patches
- Metal badges and name tags are not authorized
- All buttons must be buttoned
- Must wear soft shoulder boards
- Shirt collar is worn inside the sweater when a tie is worn.
- Shirt collar is worn outside when no tie is worn.
- Sleeves are not authorized to be rolled or pushed up beyond the wrist area.



Beret Wear



The beret should be worn toward the back of the head (approx. $\frac{3}{4}$ in.) from forehead hairline and tilted slightly right. It is not to be worn forward covering the forehead. Cap device is aligned above left eye.

Please note the PHS Cap device is NOT the newly authorized device. Please note CC421.02 does not indicate the distance of the PHS device from the beret base. PPM 14-002 states that the "wear/orientation of the Beret" was amended. I presume that the measured distance is unchanged.

Black Garrison Cap



Newly authorized: black Garrison caps (no gold piping) may be worn with the SDB only without the SDB coat and with either the Black Navy Sweater or Windbreaker jacket. Same device placement as the Khaki Garrison Cap.



Black Watch Cap



Newly authorized: black watch caps may be worn with all uniforms except the Dinner Dress or Service Dress uniforms. Rank insignias, commercial designs, and logos are not authorized. The cap must be double folded (2 ½- 3 inches) and worn diagonally from the back of the head, across the ears, and on the forehead. Only worn with outer garments in foul weather.



Refresher on the Service Khakis



Service Khakis



Components (Male):

- Shirt - Khaki, Service
- Trousers - Khaki, Service
- Cap – Khaki, Combination
- Shoes – Black, Dress
- Socks - Black
- Belt - Khaki
- Buckle - Gold
- Undergarments
- Collar Insignia
- PHS Name Tag
- Ribbons



Components (Female):

- Shirt - Khaki, Service or Over-blouse
- Slacks – Khaki, Service or
- Skirt – Khaki, Service
- Cap – Khaki, Combination
- Shoes – Black, Service
- Belt - Khaki, w/ Gold Clip
- Buckle - Gold
- Undergarments
- Collar Insignia
- PHS Name Tag
- Ribbons



Occasions for Wear: Worn year around for normal office work unless SDB is the uniform of the day or unless deployed, when ODU would be necessary.



Service Khakis P&O Items



Prescribable Items:

- All-weather coat - Blue
- Cap – Khaki, Garrison
- Overcoat – Blue

Optional Items:

- Shoes - Brown (worn w/Khaki socks only)
- Sweater
- Jacket - Khaki, Windbreaker
- Jacket - Black, Windbreaker
- Umbrella
- Overshoes
- Scarf - White (w/outer garment only)
- Reefer
- Earmuffs (w/ outer garment only)
- Gloves - Black
- Cap - Ball, Command (if authorized by LUA)



Prescribable Items (Female):

- Cap – Khaki, Garrison
- All Weather Coat - Blue
- Overcoat - Blue

Optional Items:

- Beret
- Cap - Ball, Command (if authorized by LUA)
- Handbag - Black
- Handbag - Brown
- Handbag - Black, Dress
- Hosiery - Flesh Tone
- Skirt - Khaki Service Belted
- Socks - Black, or Khaki w/ Brown Shoes
- Shoes - Dress, Black
- Shoes - Dress, Brown
- Shoes - Service, Brown
- Earrings - Gold Ball
- Sweater
- Slip
- Jacket - Khaki Windbreaker
- Jacket - Black Windbreaker
- Umbrella - Black
- Overshoes
- Scarf - White (w/outer garment only)
- Reefer





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Basics of Uniform Wear - 2



- The appropriate shoes should be polished & in good condition.
- Males will only wear male-specific uniform components & females will only wear female-specific components.
- Fabrics of uniform parts must match.
- All buttons must be buttoned.
- Gig lines will be aligned.
- Pockets are for objects NOT for hands.

Here are some thoughts about uniforms which should become as natural to you as breathing. One exception to the button rule occurs with the women's summer white. The female's short sleeve shirt has one more button than the men's short sleeve shirt. That button will not be buttoned.

Undergarments

- Female officers may wear any color of brassiere with the service khakis.
- Slips may be full or half
- Undershirts, when required, must be white cotton or poly-cotton. They may be Sleeveless, V-neck, or crew neck.
- Crew neck undershirts are required where industrial fire hazard exists.
- ODU shirt: must be of matching color with yellow lettering. The shirt may be made of moisture wicking material. However, the moisture wicking shirt is not authorized for ship board missions or when fire dangers exist.



(CC421.01 and CC421.02; Appendix pages 44 and 49, respectively)

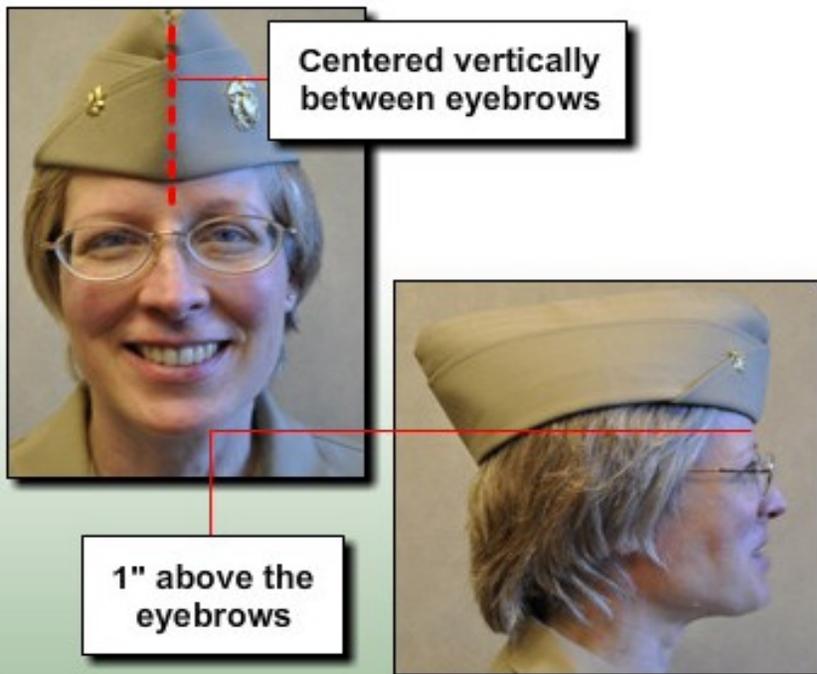




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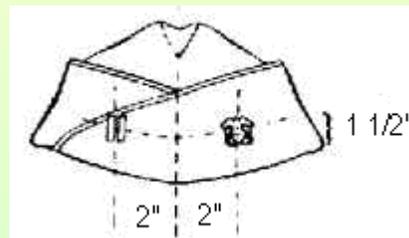
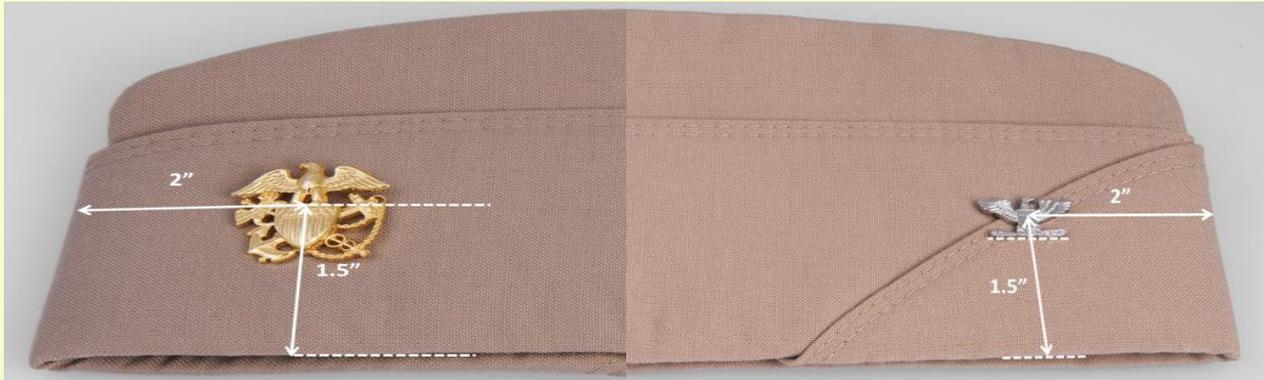
Garrison Cover



Fore & aft crease centered vertically between the eyebrows with front of the cap approximately one inch above the eyebrows.

The khaki garrison cover is worn centered on the head, with no breaks in the crease, and approximately one inch above the eyebrows or two fingers above the bridge of the nose.

Garrison Cap Insignia



The center of both devices is located 2 inches from the front of the cover and 1 ½ inches from the bottom of the cover (unchanged from before).

Please note the PHS Cap device is NOT the newly authorized device.



Collar Devices



Left Collar: The bottom of the caduceus must point and bisect the collar tip.

Right Collar: The rank must bisect the collar tip. Bar insignias are to be parallel to the axis of the collar tip. Oak leaf stems should point toward the collar tip. Eagle's head should face forward.

The center of both devices is located 1 inch from each edge of the collar as indicated above.

Please note the illustrated Corps device is NOT the newly authorized device.

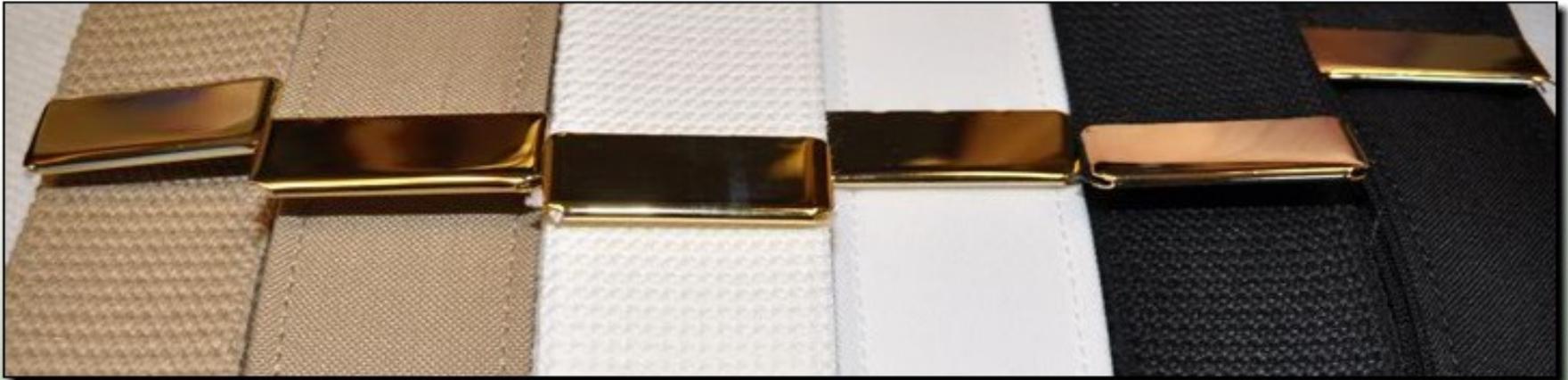


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Belts



Belts for men and women are of different widths, and cannot be interchanged. Men's belts are one and a quarter inches wide, while women's are one inch wide. Belt clips are to the right of the buckle on the women's uniforms, and to the left of the buckle on men's. Cloth belts must match the color and material of the uniform. The exception to that is the khaki belt worn with blue coveralls.



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Belt Buckles



Belt buckles are plain gold or gold anodized. They may have a USPHS device, or, only while serving in a ship or sea command, a device from that command may be authorized. The clip of the belt should be adjusted to meet the edge of the underlying buckle. It should not be hidden within the buckle, nor should it extend beyond the border of the buckle.



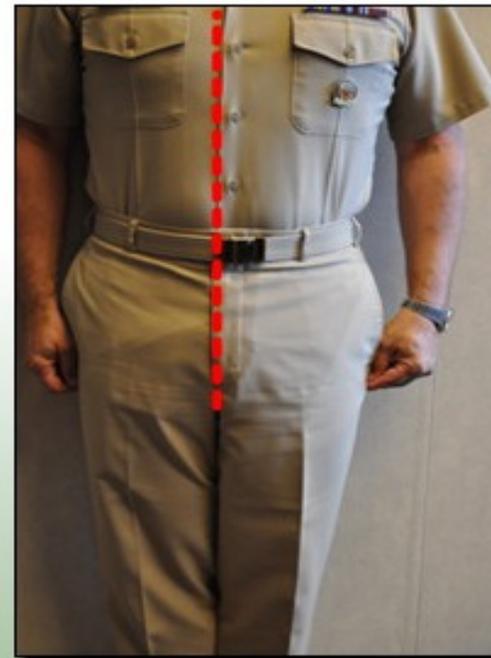
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What is a Gig Line?



The leading edge of the shirt, the tip of the belt buckle, and the leading edge of the trouser fly are called the "gig line." They should be aligned to guarantee a smart appearance. Note in the photos, male and female gig lines are mirror images. Because of this, male and female components cannot be interchanged.



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Sweater - Navy Black



The Navy black sweater is a V-neck style sweater made of acrylic or wool. It requires soft shoulder boards, and a black leather name tag to cover the Velcro patch. Plastic name tags may not be used. Shirt collars are worn outside the sweater if open, inside the sweater if a tie is being worn. The sweater replaces the SDB coat and is worn for normal office work at duty station and in public places not requiring a more formal uniform. When the sweater replaces the SDB jacket, it is called Modified SDB. It may also be worn over Summer Whites and Service Khakis. It is not to be worn under the SDB jacket.



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Wearing Trousers/Slacks



Uniform trousers shall be tailored so that the bottom edge of the leg just touches the top of the shoe. The trousers should not ride high on the leg, and the crease should not have a "break" in it. The bottom of the pant-leg should be tapered slightly down in the back so that at the rear it is one inch from the bottom of the shoe.

Khaki Skirt



- Made of Certified Navy Twill (CNT) or polyester/wool
- Must match shirt or over-blouse fabric
- Skirt length may range from 1 ½ inches above to 1 ½ below the crease behind the knee
- Zipper must be centered in the back
- Belt must be worn with skirt.



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Hosiery & Socks



Socks are to be made of plain or ribbed, undecorated fabric. Socks must match the shoes, not the pants. They may be black, white, or khaki.

Hosiery should be nylon or flesh tone, beige or neutral shades, undecorated and seamless. No bare part of the leg should show while sitting or walking. Hosiery should not have visible runs.

Shoes for men



Male officers may wear black or brown oxford shoes with the Service Khakis

Shoes must be clean, polished, and in good condition.

Laces must flow from the inside out through all eyelets.

Shoes for Women



Female officers may wear pumps (black or brown) or oxford style shoes with the Service Khakis (wedges are not authorized).

Shoes must be made of smooth or synthetic leather with closed heels and rounded toes. Heel high must be within $\frac{5}{8}$ to $2 \frac{5}{8}$ inches high.

Must be clean, polished, and in good condition.

Oxford laces must flow from the inside out through all eyelets.

Outer Wear



Reefer



Overcoat



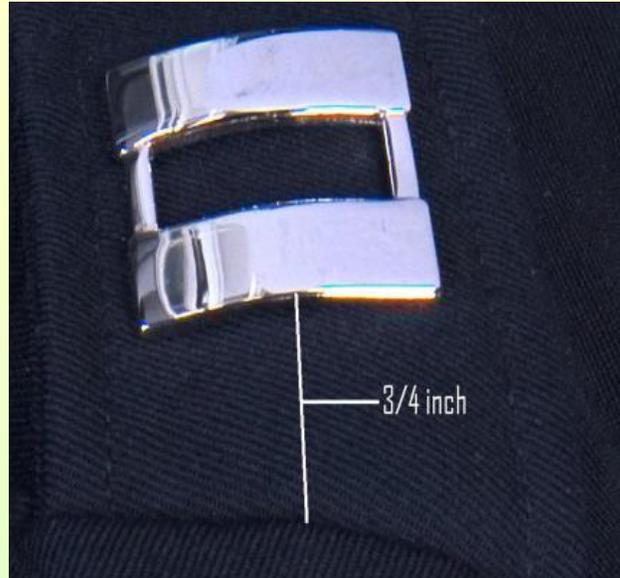
Windbreakers



Officers are authorized to wear either a Reefer coat, Overcoat (Bridge Coat), All Weather coat (black or blue; not pictured) or Windbreaker (black or khaki) with the service khakis.

Full-size metal rank insignias are worn on the shoulder straps of the all-weather coat and windbreaker. Hard shoulder boards are worn on the reefer and overcoat.

Full-Size Metal Rank Insignia



Full-size metal rank insignias are worn on the shoulder straps of the all-weather coat and windbreaker.

The rank insignia is placed $\frac{3}{4}$ from the outboard shoulder seam. (unchanged)

Please note for ENS, LTJG, and LT the long dimension of the rank insignia runs parallel with the seam, which is different from the orientation seen on the Garrison cover and collar.

Accessories



Handbags



Height: 5 ½ to 8 inches
Width: 7 ½ to 12 inches
Depth: 2 to 3 ½ inches



- Female officers may wear civilian handbags with the service khaki uniform as long as:
 - The color is plain black or brown
 - Matches the shoes
 - Made of Grain or synthetic leather (nothing exotic)
 - Is rectangular with a flap (hardware must be brass or gold colored)
 - If there is a closure, it must be a clasp (no buckles, zippers, or strings)



Gloves



- Description: Black leather gloves are made of smooth leather or smooth synthetic leather.
- Correct Wear: Black gloves may be worn with Reefers, Overcoats, Windbreakers, and All Weather Coats in inclement weather. Black gloves are never carried. Gloves are removed to shake hands.



Umbrella, Black

- Description: Plain, black, folding/collapsing type with a plain, black handle. It shall be of conventional size and design when opened, and shall be capable of being folded small enough to fit into a brief case.
- Correct Wear: May be used during inclement weather with any uniform. The umbrella should be carried in the left hand to permit saluting. The umbrella shall be folded when not in use.



Scarf

- White
- Knitted or woven silk, rayon, or synthetic material
- Worn under reefers, all weather coats, windbreakers, overcoats, or jackets



Jewelry



- Earrings

- Yellow gold 4mm – 6 mm ball (~ 1/8 – 1/4 inch), plain with shiny or brushed matte finish, screw-on or post type (all uniforms)
- Diamonds and pearls (same dimensions authorized for Dinner Dress and SDB only)
- Correct Wear: Only one earring may be worn per ear, centered on the ear lobe
- Not authorized for men

- Rings

- Only one ring per hand, plus a wedding/engagement ring set
- Not authorized for wear on thumbs

(Earrings: CC421.02; Appendix page 34
Rings: CC412.01; section 6-7; subsection g)



Jewelry (cont.)

- Body Piercing/Jewelry
 - Not authorized while in uniform (other than earrings for women)
- Necklaces/Chokers
 - While in uniform, only one necklace may be worn and it shall not be visible
- Wristwatch/Bracelets
 - Only one of each may be worn
 - May be worn on the same or different arm
 - Anklets are not authorized



Tattoos/Body Art/Brands

- Not permitted on the head, face, neck, scalp or exposed skin
- Those prejudicial to good order, discipline and morale or of a nature to bring discredit upon the Corps are prohibited
- Waivers may be requested from OSG for prior service and existing tattoos.



Grooming Standards



Hair, Men

- Hair may no be longer than 4 inches
 - Hair may not touch the ears, collar, or extent below the eyebrows when cover is removed
 - Hair should not interfere with proper wear of cover
- Hair coloring must look natural and complement the officer
- Hairpieces
 - Must conform to the same grooming standards
 - Must not interfere with proper wear of cover
 - Must only be worn to cover natural baldness or physical disfigurement
- Sideburns
 - Shall not extend past the middle of ear
 - Shall be of even width (not flared)
 - Shall end with a horizontal line

(CC412.01; section 6-7; subsection a(1))



Hair, Women

- Hair coloring must look natural and complement the officer
- Hair cuts and styles shall present a balanced appearance
 - Lop-sided and extremely asymmetrical styles not authorized
- Multiple braided hair is authorized for women in uniform, and woven natural/synthetic hair is authorized if it presents a natural appearance
- When in uniform, the hair may touch, but not fall below a horizontal line level with the lower edge of the collar, and shall be neatly and inconspicuously fastened, pinned, or secured to the head
- No portion of the bulk of the hair as measured from the scalp will exceed approximately 2 inches
- A maximum of three small barrettes/combs/clips, similar to hair color, may be used in the hair. Additionally, bobby pins or rubber or elastic covered bands matching the hair color may be used.
 - Scrunchies are not authorized



Facial Hair

- All officers are expected to be free of facial hair while in uniform.
 - Medical or religious waivers may be obtained
 - Waivers must be on file and kept with the officer
 - Waivers must be presented for inspection upon request
- Mustache is the only authorized facial hair for male officers
 - Must be neat and closely trimmed (NMT ½ inch)
 - Shall not extend past the upper lip or go beyond the corners of the mouth
 - No Handlebars, goatees, Van Dykes, or other facial hair styles



Cosmetics

- Men: Not authorized
- Women
 - Blend with natural skin tone and enhance natural features
 - Lipstick colors shall be conservative
 - No body glitter or long false eyelashes
 - Cosmetic Permanent Makeup is authorized for eyebrows, eyeliner, lipstick, and lip liner (see CC412 for details)

(CC412.01; section 6-7; subsection d)



Fingernails

- Men
 - Fingernails may not extend past fingertips and shall be kept clean
 - Nail polish is not authorized
- Women
 - Fingernails shall not exceed $\frac{1}{4}$ inch, measured from the fingertips and shall be kept clean
 - Nail polish may be worn (conservative, skin-complementing tones)
 - Ornate decoration of nail polish is not authorized

(CC412.01; section 6-7; subsection e)



Maternity Uniforms



Please see CC413.01 for other illustrations of maternity uniforms.



- Certified maternity uniforms are mandatory for all pregnant officers when a uniform is prescribed and the regular uniform no longer fits.
- Officers are expected to wear their regular uniform upon return from maternity leave.
 - Officers may continue to wear the maternity uniform up to 6 months past their delivery date, based upon medical officer diagnosis/recommendation as needed.
- Pregnant officers may wear outer garments (all-weather coat, overcoat, Reefer, etc.) unbuttoned when they no longer fit properly buttoned.
- A maternity cardigan sweater is authorized (same rules apply as those for the Black Army cardigan)
- A new maternity shirt has been authorized which does not have breast pockets (see upper right picture). Name tags and ribbons should be placed 6 ¼ inches from the intersection of the front seam and shoulder seam and centered over the front seam.

(CC413.01; section 8-4 and Appendix 2)



Sources for HHS Uniforms (Book 4: Uniforms (CCI 400 Series))

PPM 14-002 (29 April 2014) Amendment to Uniform Policies

http://dcp.psc.gov/eccis/documents/PPM14_002.pdf

Inst 412.01 (21 June 2013) Uniforms and Appearance (Old CCPM: CC26.3.1)

<https://dcp.psc.gov/eCCIS/documents/CC412.01.pdf>

Inst 411.01 (14 March 2008) Required Wear of the Uniform (Old CCPM: CC26.3.2)

http://dcp.psc.gov/eccis/documents/CCPM26_3_2.pdf

Inst 421.01 (29 April 2014) Uniforms for Male Officers (Old CCPM: CC26.3.4)

http://dcp.psc.gov/eccis/documents/CC421_01.pdf

Inst 421.02 (29 April 2014) Uniforms for Female Officers (Old CCPM: CC26.3.5)

http://dcp.psc.gov/eccis/documents/CC421_02.pdf

Inst 431.01 (29 April 2014) Insignia and Devices (Old CCPM: CC26.3.6)

http://dcp.psc.gov/eccis/documents/CC431_01.pdf

Inst 413.01 (29 April 2014) Special Uniform Situations (Old CCPM: CC26.3.7)

http://dcp.psc.gov/eccis/documents/CC413_01.pdf

